

# **JOB OPPORTUNITY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER: 14-031**

**OPEN TO:** All Interested Candidates

**POSITION:** Millennium Challenge Corporation Program Clerk, FSN-6\*; FP-8\*

**OPENING DATE:** October 15, 2014

**CLOSING DATE:** October 29, 2014

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** \*Ordinarily Resident (OR): Position Grade - FSN-6  
\*AEFM/EFM/MOH/NOR: Position Grade - FP-8 (to be confirmed by Washington)

**LENGTH OF HIRE:** Time-limited – Until December 1, 2015 with the possibility of extension for an additional month.

**NOTE: ALL NON-MOLDOVAN RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS ALLOWING EMPLOYMENT IN MOLDOVA TO BE ELIGIBLE FOR CONSIDERATION.**

**The U.S. Embassy in Chisinau, Moldova** is seeking an individual for the position of Program Clerk for the Millennium Challenge Corporation (MCC) Resident Country Mission (RCM) office.

## **BASIC FUNCTION OF POSITION**

This position is located in the MCC RCM office and reports directly to the Communication and Program Assistant. The Program Clerk performs a variety of programmatic and administrative assignments supporting the Resident Country Director (RCD) and Deputy RCD and other international support team and local program staff. The incumbent provides administrative services, including travel arrangements, such as travel authorizations, advances, airfares, voucher reimbursement. Coordinates the logistical support for official visitors, including hotel reservations, transportation, and other action upon request. Actively participates in the daily program implementation and ensures effective coordination and completeness of relevant processes and procedures in country. Drafts program related correspondence in both English and Romanian. Provides logistical support to project-related training/learning activities. Participates in project activities development, implementation and follow up. Maintains contacts with MCC contractors on a variety of operational issues. Provides verbal (simultaneous and consecutive) and written translations from English into Romanian or Russian and vice versa as required by the program. Provides administrative and logistical support to subcontracted program activities, including support to organization of conferences and workshops. Provides support to office related procurements.

## **QUALIFICATIONS REQUIRED**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

1. College education is required.
2. Two years of prior work experience in development assistance, office management/administrative or secretarial support, or business administration are required.
3. Level IV (Fluent) in both spoken and written English, Romanian and Russian is required. Language proficiency will be tested.

4. Incumbent must have thorough knowledge of business correspondence and office management.
5. Must have strong organizational and prioritizing skills, and excellent written and oral communication skills. Must have the ability to work in a fast-paced and complex office environment, the ability to liaise and coordinate with multiple U.S. and Moldovan government agencies and organizations. Must have the ability to use software applications such as Microsoft Word, Excel, Outlook Internet browser.

### **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed Not-Ordinarily Residents (NOR) hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold an unclassified security clearance.

### **TO APPLY**

**Interested applicants for this position must submit the following for consideration of the application:**

1. Universal Application for Employment as a Locally Employed Staff or Family Member ([DS-174](#)); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (see [Appendix B](#) below); **or**
3. A combination of both; i.e. Sections 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

### **SUBMIT APPLICATION TO**

American Embassy  
Human Resources Office  
Str. Mateevici 103  
Chisinau, Moldova, MD-2009

Telephone: (022) 85-17-03; (022) 85-17-24

FAX: (022) 23-30-44

Email: [ChisinauHR@state.gov](mailto:ChisinauHR@state.gov) – For application submission only. Please indicate the position title in the subject line. Only shortlisted candidates will be contacted.

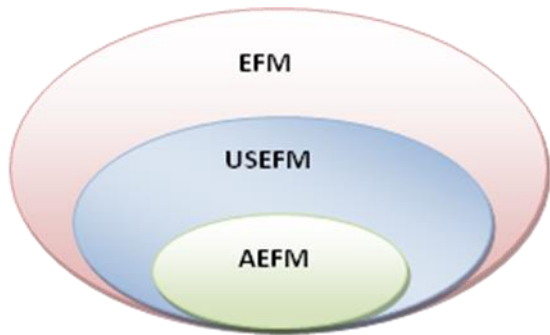
**CLOSING DATE FOR THIS POSITION: October 29, 2014**

An Equal Opportunity Employer

The US Mission in Chisinau, Moldova provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

## Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), [Foreign Service Residence and Dependency Report](#), of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed [service](#) member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

## Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

**Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References